

DEPARTMENT OF THE AIR FORCE  
Headquarters US Air Force  
Washington DC 20330

AF REGULATION 11-4

11 December 1970

## Administrative Practices

## HOST-TENANT SUPPORT RESPONSIBILITIES OF USAF ORGANIZATIONS

*This regulation establishes Air Force policy and procedure for host tenant support. It applies only to active duty Air Force units and Air Force Reserve units which support or are supported by another Air Force unit. It does not apply to support agreements with the Air National Guard (unless mobilized, AFM 45-2); with other Services under DOD (when AFR 400-27, AFM 67-5, and other directives apply); or with other Government agencies. A support agreement is not required between units of the same major command; however, this regulation may be used as a guide in documenting intracommand support relationships, if desired.*

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## 1. Instructions for Implementing This Regulation:

a. **Existing support agreements.** Each support agreement now in force is valid; that is, it need not be reaccomplished in order to transfer it to the newly revised AF Form 149, "USAF Host-Tenant Support Agreement." However, effective as of 60 days from the publication date of this regulation and the AF Form 149, this regulation must be used in coordinating, revising, reviewing, and terminating, any host-tenant support agreement. Moreover, each agreement now in

force will be reviewed during the next annual review, for compliance with this regulation, and will be revised or reaccomplished as necessary at that time.

b. **Command supplements.** Each command supplementing this regulation will forward a copy to the next higher headquarters and, if below major command, as specified in (2) below.

(1) Each major command will send a copy to HQ USAF/PRMMA, Wash DC 20330.

Supersedes AFR 11-4, 19 September 1968. (For summary of revised, deleted, or added material, see signature page.)

OPR: PRMMA

DISTRIBUTION: S

On file USAF release  
instructions apply.

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(2) Each command below major command level will send an additional copy to the parent major command (Attn: OPR for host-tenant support agreements). Supplements below major command level should be kept to the minimum. *Note:* Guidance that applies to other than the command that issues a supplement will be issued through published changes to this regulation.

c. **Recommending changes.** Forward recommended changes to this regulation (or to the AF Form 149) to HQ USAF/PRMMA, Wash DC 20330. Forward recommendations for changing other (functional) directives, or for clarifying host/tenant responsibilities, to the Air Staff office of primary responsibility for that function; in that case, send an information copy to HQ USAF/PRMMA as well.

2. **Related Terms Explained.** As used these terms refer to the following:

a. **Consolidation.** Merging the functional support assets of both host and tenant into one function under a single manager; generally, by augmenting the existing support function of the host.

b. **Function.** Refers to any function or subfunction described in AFM 300-4, volume 1, part four, Functional Account ADE Fu-500.

c. **Functional duplication.** The independent operation, by both host and tenant, of similar support activities on, or for, the same installation or area. *NOTE:* Staff or operational functions which are similar, but which are necessary for organizational integrity or mission performance, do not represent functional duplication (for example, if a tenant wing has materiel staff functions which are the same as those of the host, this does not qualify as duplication).

d. **Host.** The major command which has jurisdiction over the installation and other real property (including use rights, such as leases, permits, easements, and licenses); also, the host may be the organization which has been designated by the major command, or by HQ USAF, to furnish tenant support.

e. **Joint use.** Concurrent use of host facilities and equipment, by both host and tenant, as required by the mission of each user.

f. **Major command.** Refers to a major command or a separate operating agency that reports directly to HQ USAF.

★g. **Real property.** Lands, buildings, structures, utilities systems, improvements,

and appurtenances thereto. Includes equipment attached to and made part of buildings and structures (such as heating systems) but not movable equipment (such as plant equipment).

h. **Support.** Providing facilities, material or services.

i. **Support agreement.** A host-tenant support agreement between USAF units that is drawn up under this regulation and is recorded on an AF Form 149, as prescribed here.

j. **Tenant.** An Air Force organization that occupies the facilities of and/or receives support from, another major command. This term may also refer to a contractor who is performing an Air Force function for another major command.

3. **Support Policy and Exemptions.** An element of one major command is often stationed on, or near an installation of another major command, in order to perform the Air Force mission more effectively. When this occurs, Air Force policy is to eliminate the duplication of resources, and to make maximum use of existing facilities and resources by drawing up a host-tenant support agreement. The application of this support policy is as follows:

a. **Consolidation.** The preferred method of providing support for tenant units is through the consolidation of similar support functions, under the host major command.

b. **Joint use.** Joint use will be employed only when consolidation is not feasible due to mobility requirements of either the host or the tenant. (Joint use must be approved as explained in paragraph 11.)

c. **Functional duplication.** This is permitted only when consolidation or joint use (as defined in a and b above) is not economical (e.g. physical separation of activities), or not feasible due to mobility requirements. (This must also be approved as explained in paragraph 11.)

d. **Support agreements.** The primary purpose of a host-tenant support agreement is to identify the specific support functions which are to be performed by the host and by the tenant.

(1) Attachment 1 lists functional directives which specify host and tenant responsibilities; it also designates support responsibility which is not specified by functional directives, but which is ordinarily provided.

(2) The support provided by either host or tenant will conform with applicable Air

Force directives for that support function. A support agreement will not be used to amend or circumvent a functional directive; in addition, whenever a host or tenant responsibility statement in attachment 1 is in conflict with a functional directive, the functional directives will apply.

e. **Organizational level.** Each written host-tenant agreement will be coordinated at the lowest organizational level possible, consistent with major command procedures.

★f. **Exceptions.** Unless the agreement is specifically requested, by the tenant or the host major command, the following organizational elements or units do not require a formal host/tenant support agreement (the tenant must comply with paragraph 5a, however):

(1) AFROTC and junior AFROTC detachments (parent: Air University (AU)).

(2) Air Force Special Security Offices.

(3) Detachments of Aerospace Rescue and Recovery Service (parent: Military Airlift Command (MAC)).

(4) Detachments and operating locations of HQ Air Weather Service units, or of ANG Weather Flights, when mobilized (parent: MAC).

(5) Field extensions of HQ USAF (detachments of the 1005th Special Investigation Group, 1030th USAF Auditor General Group, 1035th USAF Field Activities Group, 1070 Medical Services Group, USAF Postal and Courier Service, etc.).

(6) Ground weather squadrons and their detachments.

(7) Medical and aeromedical evacuation detachments.

(8) Medical service squadrons and flights (Reserve) (parent: HQ, Air Force Reserve).

(9) Mobile and field training detachments (parent: Air Training command).

(10) Students under the AFIT program (AU).

(11) 3825 Support Group (Academic) detachments (parent: AU).

(12) 1814 Support Squadron.

(13) Tenant units assigned for 1 year or less.

(14) Tenant units of 20 or less personnel.

#### 4. Host Responsibilities:

a. **Normal support.** The host assigns and maintains an equitable portion of its installation and real property to enable the tenant to perform his mission. The host furnishes the

utilities, communications, supplies, transportation, staff assistance, and other installation occupants (see attachment 1).

★b. **Support of tenants not on the host installation.** Air Force installations that have a support capability are responsible for supporting Air Force tenant units nearest their installation (regardless of who has jurisdiction and real property accountability of the tenant occupied installation), when such support is feasible and most economical. They will:

(1) Analyze the tenant mission, distance, equipment, funding channels, supervision, manning, support capability of other service installations, the feasibility of contracting for services (AFR 26-12), and the costs involved, to determine the appropriate support. (Tenant units should consider using the support provisions of AFM 67-5 to obtain interservice support if it is more economical.)

(2) When there is a question as to which of two installations can support a tenant unit most economically or effectively, representatives of the two major commands will determine the appropriate host, and will act to develop, or to realign, support agreements accordingly.

c. **Priorities.** The host will support the tenant according to the tenant's precedence rating in the *USAF Program—Bases, Units, and Priorities (PD)*. If the tenant unit, in turn, must provide support for other priority units on the installation, the support precedence will be that of the highest rated unit affected. All tenant units are to receive non-priority support on the same level that is given to similar units of the host.

d. **Establishing or expanding support capabilities.** The host establishes (or expands) the capabilities that are required by both the host and tenant. The tenant establishes any capability that is unique to, and is required by, the tenant but which is not a present or projected requirement of the host.

e. **Air Reserve base.** In planning for tenant support, recognize the limited capability of Air Force Reserve bases to provide host support. These bases are manned by Air Reserve technicians and Air Force civilian employees who train Air Force Reserve units and individuals. Air Reserve bases can provide support only within their existing capabilities.

f. **Annual review.** The host will begin an annual review of each support agreement early enough to complete it on the anniversary date each year (i.e., the effective date, or

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the date it was signed by the approving host official) of the original/revised support agreement. The AF Form 149 must be prepared as outlined in paragraph 3 of attachment 2; waivers are reviewed as explained in paragraph 11.

#### 5. Tenant Responsibilities:

a. **Preparations to obtain support.** The tenant parent major command will:

(1) Obtain HQ USAF/PRPO approval of the proposed support activities before initiating a support agreement for tenant units at host bases other than those programmed in the *USAF Program—Bases, Units and Priorities* (PD); see AFR 86-5.

(2) Notify the host major command, by letter, 6 months in advance of the actual date the support will be required, if possible, to allow the host ample time to program, obtain and train, the resources needed to provide the support. In this advance notice, include estimates of workload and related planning data for the first year, as well as a five-year projection of significant programs.

b. **Normal support.** Attachment 1 outlines, by function code, the support normally provided by the host and the tenant responsibilities for obtaining this support.

c. **Revising support requirements.** The host base is dependent upon the tenant for advance notice of change to the agreed level of support, particularly when requirements are to be increased.

(1) The tenant must provide (or must make available to) the host, complete information on changes in the mission, equipment, utilization rates, personnel, and related planning factors, so that the host can make the necessary preparations (*i.e.*, construction, obtaining and training personnel, budgeting, etc.). This is most important when the tenant is introducing a new weapon system or equipment into operation, or when the tenant operation will be suddenly changed by combat, contingency, or emergency operations. The tenant and the tenant parent major command will assist the host in insuring maximum operational efficiency.

(2) If the tenant has special priority requirements, the tenant parent major command should advise the host of the interim increased precedence rating.

(3) If there is no written support agreement (paragraph 3), the tenant must provide the host with planning information.

(4) The tenant parent major command must insure adequate liaison with counterpart levels in the host command, to provide

the proper planning data and to revise the support agreement to allow for mission changes.

d. **Field extensions of HQ USAF.** HQ COMD USAF provides guidance and establishes procedures for the approval of support agreements that involve field extensions of HQ USAF. Such a support agreement must be coordinated with the Air Staff office that has control of the field extension, before it is approved by HQ COMD USAF.

#### 6. Joint Host and Tenant Responsibilities:

a. **Establish Internal Procedure.** Each major command will designate a representative who has been delegated the authority to approve a support agreement. This representative (who will monitor the implementation of this regulation, and function as the OPR for host-tenant support) will:

(1) Establish procedures to prevent unnecessary delay in concluding, revising, or reviewing a support agreement.

(2) Establish procedures to resolve promptly, disagreements that arise in coordinating a support agreement, or in carrying it out.

(3) Establish liaison procedures to obtain (or provide) the necessary exchange of management information (*i.e.*, for programming, planning, budgeting, etc.), between the supporting and the supported major commands.

b. **Resolution of problems.** Problems that develop between the host and tenant during the coordination or fulfillment of a support agreement should be referred promptly to the parent major commands for resolution. (*NOTE:* The host and tenant should not delay the negotiation of a support agreement until such problems are resolved. Instead, they should proceed with the agreement, and then amend or revise it after the problem is solved.) If a satisfactory solution cannot be reached between the parent major commands, the problem is referred to HQ USAF as follows:

(1) The affected (host or tenant) major command will promptly initiate a letter to the other major command, stating the problem and recommending a solution; it will send an information copy to HQ USAF/PRMMA, Wash DC 20330.

(2) Within 30 days, the receiving major command will forward this letter to HQ USAF/PRMMA, with its comments and recommended solution.

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(3) HQ USAF will resolve the problem and advise both commands of the solution within 30 days.

c. **Revising a support agreement.** A support agreement will be revised when there are significant changes in the support requirement/capability of the tenant/host. Either the host or tenant can initiate coordinating action, as outlined in attachment 2.

★7. **Manpower Adjustments.** Due to the time needed for manpower programming and personnel assignments actions, manpower implications must be identified and resolved as far in advance of the actual requirement as possible. Any unnecessary delay handicaps the host in providing the agreed support—to the detriment of both the tenant and the host units. If the host requires additional manning to provide the tenant with adequate support, manpower authorizations will be established as follows:

a. HQ USAF/PRM will program Base Operating Support for unit relocations.

b. The following sequence will be used to determine, allocate, and record other support manning:

(1) The tenant unit will provide the host with the workload data in sufficient detail (function code, estimated units per month, phasing of workload build-up, unique or special requirements, etc.) so that the host manpower office can determine realistically the number, type, and time-phasing of manpower authorizations required. The manpower element of the management engineering teams can assist in developing meaningful data.

(2) If the host is assuming a function currently being performed by a tenant, the tenant major command will identify for the host the manpower authorizations associated with the responsibility to be transferred to the host. The host major command will then request a transfer of these manpower authorizations, under AFM 26-1.

(3) If additional manning is necessary, or if existing support functions must be expanded (e.g., if the size or mission of the tenant increases), the host will reallocate manpower, or will request additional manning under AFM 26-1.

(4) Record unique tenant workload or manpower requirements in an attachment to the support agreement. (NOTE: Documenting routine workload factors or manpower requirements in an attachment is unnecessary and should be discouraged.)

## 8. Military Justice and Administrative Actions:

a. This regulation is the authority for the following jurisdictional attachments, no other order, writing, or implementing agreement is required:

(1) All members of a tenant unit are attached to the host command, and its appropriate subordinate and higher commands, for general, special, and summary courts-martial jurisdiction and for actions under Article 15, Uniform Code of Military Justice. Also, all enlisted members of a tenant unit are attached to the host, for actions under AFMs 39-10 and 39-12.

(2) The tenant command retains jurisdiction over administrative action on officers under AFRs 35-62, 35-66, 36-2, 36-3, and 36-12.

(3) Tenant commanders retain their authority and jurisdiction under Article 15, Uniform Code of Military Justice. Any appeal from punishment is always to the authority next superior in command channels to the commander who imposed the punishment. Regardless of who imposed the punishment or acted upon it subsequently, the correspondence is processed through the legal channels of the host command.

b. When a jurisdictional arrangement differs from that referred to in a above, is necessary or desirable, it must be consummated in writing, at the general court-martial jurisdiction level or higher. This exceptional arrangement must be stated in writing, and a copy must be attached to each copy of the support agreement it affects.

9. **Accomplishing A Support Agreement.** An AF Form 149 will be coordinated and approved by representatives of the host and the tenant units and their major commands. Pertinent information about the support agreement must be recorded on the AF Form 149, as outlined in attachment 2. Codes in section V may be changed to conform with AFM 300-4.

a. The coordinator must insure that the agreement states the tenant's support requirements, and that the agreement is adequate to provide the required support.

b. Coordinated agreements are approved by designated major command representatives. Their "approval" verifies that the agreement is not in conflict with Air Force directives, and that the agreement will be supported by that major command.

c. Each support agreement must be signed by the host and tenant unit coordinators

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(OPRs) and routed to the tenant approving official and host approving official (in turn) for signature. The office affixing the last signature is responsible for reproducing completed copies and distributing them as indicated in Section I of the AF Form 149.

**10. Major Command Level Support Agreements.** Major commands may develop a major command level support agreement when a major command is to support more than one tenant unit of the same type and command (or multiple types of units) with similar support requirements. These agreements simplify the coordination of support agreements and standardize common support throughout the commands. If major command level support agreements are developed:

a. The major command representatives must insure that the agreement conforms with applicable Air Force directives, and that it does not circumvent the intent of AFR 11-4.

b. The major commands must keep the agreement current by reviewing, revising, and rescinding them as necessary.

c. These agreements are coordinated, signed, and distributed as outlined in paragraph 9 and attachment 2, with the following exceptions:

(1) They are directive on the respective major command coordinators, and will not be renegotiated below major command level.

(2) They will be referenced, but not repeated, in Section V, of the AF Form 149. The coordinators will also specify, in that section (or in an attachment to the AF Form 149), any adaptations of the agreement to the situation.

★**11. Waiver of AFR 11-4.** Support functions will be consolidated unless other Air Force directives authorized functional duplication (see terms, paragraph 2), or unless HQ USAF/PRMMA approves an exception. A request for joint use or duplication will be considered only when it is unquestionably more economical, or when consolidation is physically impractical or not feasible.

**NOTE:** USAFR units in tenant status do not require a waiver for joint use.

a. To obtain a waiver of the policy in AFR 11-4, use the following procedure:

(1) The tenant unit will prepare a complete justification (including an annotated

map, when distance is a factor) of the need for the waiver and forward it to the tenant parent major command, through channels; it must also send an information copy to the host unit.

(2) If the tenant major command agrees that a waiver is needed, it will forward the request to the host major command, with an information copy to HQ USAF/PRMMA.

(3) The host major command will indicate concurrence or nonconcurrence, with justification for recommendation, and forward it to HQ USAF/PRMMA within 30 days, for consideration.

(4) Within 30 days after it receives the request and justification, HQ USAF will advise both commands of its decision on the waiver.

b. The waiver will be attached to the support agreement it affects and become a permanent part of that agreement. If the agreement is unclassified but the waiver is classified, reference the waiver, but do not attach it. When a waiver is no longer in force (see c(4) below), the initiating major command will advise HQ USAF/PRMMA and the host major command.

c. During their annual review of the support agreement (paragraph 4f), the host and tenant units will review the waiver attached to an agreement, to determine whether the waiver:

(1) Is still valid and necessary (whether the conditions for which it was granted still exist, and whether host and tenant missions still warrant its continuance).

(2) Should be resubmitted because it is partially invalidated (the units are being relocated, etc.).

(3) Should be resubmitted because it will be needed after the specified expiration date.

(4) Should be rescinded because it is no longer necessary.

d. The status of the waiver must be noted in the AF Form 149 (section III, Remarks) during the annual review.

**12. Disposition of Support Agreements.** Disposition of support agreement records will be as specified in AFM 12-50, table 11-2.

**13. Supply of Form.** AF Form 149 (see sample in attachment 3) is authorized for local reproduction on 8" x 10½" paper, printed head to foot.

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BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

JOHN D. RYAN, *General, USAF*  
*Chief of Staff*

DWIGHT W. COVELL, *Colonel, USAF*  
*Director of Administration*

Summary of Revised, Deleted, or Added Material

This revision excludes AFIT students from the requirement for a formal agreement (para 3f); deletes the requirement for commands to record workload data for routine support agreements (para 7b(4)); excludes USAFR units from obtaining a waiver for joint use of facilities and equipment (para 11); provides for revision of AF Form 149 to conform with code changes in AFM 300-4 (para 13); realigns host and tenant responsibility statements to conform with AFM 300-4 (atch 1); modifies the procedure for revising support agreements (atch 2); and reorganizes AF Form 149 to place "Coordination and Approval" on the first page (atch 3).

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**HOST-TENANT SUPPORT RESPONSIBILITIES****Alphabetical List of Functional Accounts  
(with Functional Codes taken from AFM 300-4)**

<i>Functional Account</i>	<i>Function Code</i>	<i>Functional Account</i>	<i>Function Code</i>
Accounting and Finance	151X	Ground Communications/ Electronics Operation	38XX
Administrative Services	11XX	Ground Training	4730
Audiovisual Support	3270	Information	1040
Base Aerial Port Air Terminal Service	4230	Intelligence Collection & Processing	35XX
Base Operations	4710	Judge Advocate	1020
Base Plans	4750	Medical	5XXX
Base Procurement	1251	Mortuary	4992
Base Supply	41XX	Munitions Management	25XX
Budget	1530	Organizational Maintenance	22XX
Chaplain	105X	Personnel Services	45XX
Civil Engineering	44XX	Precision Measurement Equipment Laboratory	2450
Civilian Personnel	1680	Presentation Services, Graphics, and Training Aids	492X
Command	1010	Safety	106X
Consolidated Base Personnel Office (CBPO)	162X-167X	Security Police	43XX
Data Automation	154X	Services	46XX
Disaster Preparedness	4751	Synthetic Trainer	3130
Explosive Ordnance Disposal	2530	Transportation	42XX (less 4230)
Field Maintenance	23XX		
Flight Operation	472X		



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## HOST-TENANT SUPPORT RESPONSIBILITIES

**NOTE:** The support responsibilities of both host base and tenant unit are outlined below (see "Host" and "Tenant") under each functional code. When the support responsibilities are as outlined here, an "X" is entered in "Support" column of the Host Tenant Support Agreement. (These codes are listed in numerical sequence; for an alphabetical list, see preceding page.)

### 1010 COMMAND

*Host:* None.

*Tenant:* Retain command of tenant personnel. The unit commander will coordinate with the installation commander as necessary in carrying out the tenant mission. Attach WAF airmen to host WAF squadron section for administration under AFR 35-20.

non-local groups to command-level tenants).

4) Provide Commander's Call materials as required; provide orientation briefings and other internal information programs as necessary. Provide tenant unit with base newspapers and include tenant news and features in the base newspaper on an equitable basis, providing reporting and writing if necessary.

### 1020 JUDGE ADVOCATE

*Host:* As stated in paragraph 8. Also, furnish legal services, including the functions and responsibilities of judge advocate, and functions and duties of base claims officer.

*Tenant:* as stated in paragraph 8 of this regulation.

*Tenant:*

1) Coordinate all releases with host prior to release. Provide the host with copies, in advance if possible, of any releases about the tenant being made by tenant parent command. If the tenant unit is a command headquarters (*i.e.*, has subordinate commands and/or units at other locations), it is authorized to release information on command matters directly to media without coordination with the host; however, it will furnish advance copies of any releases about headquarters activities on the host base.

### ★1040 INFORMATION

*Host:*

1) Be the primary releasing authority for all public information about the base and the activities of the units and individuals located there. Coordinate on all local news items to be released locally by the tenant. Obtain coordination from tenant before releasing any information about tenant activities. Insure that full recognition is given to contributions of tenant units.

2) Be the primary point of public affairs contact with news media on local matters. This does not preclude the tenant from making direct contact with news media about matters that relate solely to the tenant. However, when this is desirable, tenant should coordinate with the base prior to contacting news media.

3) Be responsible for conducting local community relations, including tenant participation. Insure tenant is adequately represented to community as an integral part of base activities. Have primary responsibility for scheduling and controlling all base tours (except orientation visits by

2) Coordinate with the host on any proposed news media visits to the tenant area, to insure the necessary support, and to minimize interference between the tenant's and host's media relations. (Command-level tenants will notify the host of all such proposed visits to the tenant area, to insure necessary support, and to minimize interference between the tenants and the host's news media relations.)

3) Coordinate all proposed visits and related agenda with host in advance of visit. (Command-level tenants will notify the host of orientation visits by non-local groups to command headquarters.) Assist the host in local community relations.

4) Provide the host with tenant parent command press service and, if the tenant is manned with information personnel, with news stories and feature material on tenant operations, for inclusion in the host base newspaper, as stated in instructions and directives of its parent command. Provide the host with input for newcomers orientation. Also, provide Commander's

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Call in agreement with directives from tenant parent command.

105X CHAPLAIN

*Host:* Provide religious services facilities, equipment, and nonappropriated funds.

*Tenant:* Coordinate chaplain activities and support requirements with the host base as stated in AFR 265-1.

106X SAFETY

*Host:* When mutually agreed, conduct flight, missile, space, explosive, and ground safety programs, as appropriate in support of tenant units. Tenant unit safety programs may also be integrated or coordinated with base safety programs (see AFR 127-1). Assist the tenant unit in investigating and reporting accident/incidents, when requested by the tenant unit commander.

*Tenant:* Support the base ground safety program; coordinate (or integrate) any tenant unit safety programs that duplicate or supplement base safety programs. Permit access to tenant areas when required for host safety surveys and hazard analysis.

*NOTE:* This DOES NOT affect or waive the security provisions of any other directives.

★11xx ADMINISTRATION

*Host:*

- 1) Provide administrative communications service. Operate the Administrative Communications Distribution Center and the Base Distribution System (AFM 10-5).
- 2) Provide consolidated mail room distribution service for personal mail, except when otherwise provided by the US Air Force Postal and Courier Service.
- 3) Provide central pickup and delivery point for Armed Forces Courier Service authorized containers dispatched by or addressed to the tenant unit.
- 4) Provide technical assistance, and staging area facility according to Air Force directives in the 12 series. Provide documentation management training according to AFR 12-60.
- 5) Provide services and facilities for receiving and processing requests according to AFR 12-30; collect fees for copying,

certifying, and searching records according to AFR 12-32.

6) Provide printing and duplicating services for all tenants.

7) Supply departmental publications and blank forms as required; distribute to the unit all applicable base regulations.

8) Provide technical assistance in developing forms, preparing printing specifications, and advising tenants.

9) Provide engineering data support as required through the base Engineering Data Service Center, in accordance with AFRs 12-41 and 67-28.

*Tenant:*

1) Operate a Distribution Office to receive communications from the Base Distribution System; provide internal distribution and collection to and from action offices, and dispatch outgoing communications into the Base Distribution System (AFM 10-5).

2) Operates a unit mailroom when the USAF Postal and Courier Service does not operate a Postal Service Center on the installation (AFM 182-1).

3) Appoint a Top Secret Control Officer (TSCO) and Deputy TSCO(s) as required by AFR 205-1 and supplemental directives, to do the following: Deliver AFRCOS authorized containers originated by the tenant organization to the central AFRCOS point maintained by the host, and accept AFRCOS authorized containers addressed to the tenant unit; deliver and accept Top Secret messages at the host unit telecommunications center. Receipts will be exchanged as required by AFR 205-1, AFM 10-2, and AFM 10-5.

4) Manage unit records under supervision of parent activity.

5) Serve as disclosure authority when authorized by AFR 12-30. Receive, direct, and process requests, and collect fees when the volume warrants, or when specially designated under AFRs 12-30 and 12-32.

6) As stated in AFR 6-1.

7) As stated in AFM 7-1.

8) As stated in AFR 9-1 and AFM 9-1.

9) Establish and maintain an engineering data reference file when required in support of a specific mission(s) when justified to and authorized by the base Engineering Data Service Center.

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# 1251 BASE PROCUREMENT

*Host:* Provide procurement support for supplies and services to the tenants (or any installation logistically supported by the base) according to the pertinent procurement and related regulations.

*Tenant:* Advise host of current and anticipated requirements.

# 151X ACCOUNTING AND FINANCE

*Host:* Provide accounting and finance services.

*Tenant:* Provide the host with required accounting and finance information and documents, which are generated by the tenant concerning its own operation.

# 1530 BUDGET

*Host:* Provide budget services (including preparation of budget estimates, financial plans/operating budgets and revisions thereto) as prescribed in AFM 172-1, when the size or mission of the tenant does not warrant manning for this purpose. Include in host-base budget estimates, financial plans/operating budgets (and revisions), funds for support of the tenant unit as prescribed in AFM 172-1.

*Tenant:* Provide the host with programming data and related information as necessary to enable the host to determine the respective funding responsibilities for tenant support under AFM 172-1. Provide such data in time to allow for its inclusion in host tenant budget estimates, financial plans/operating budgets, and revisions thereto. Although the host may provide budgetary services, the tenant and/or its parent command is responsible for the adequacy of tenant's budget estimates, financial plans/operating budgets, and revisions to them, and for their execution.

# ★154X DATA AUTOMATION

*Host:*

1) Provide data automation support for the tenant for approved data systems with priorities equivalent to those for host units. Provide nonrecurring products or reports to meet tenant's requirements, when resources are available, with priority equal to those provided host units for simi-

lar nonrecurring requirements. Include tenant data in consolidated reports and products as required by higher command directives.

2) Initiate action to procure all data processing equipment for the tenant activity. Manage, inventory, and report such equipment with the host Data Processing Installation (DPI) account.

3) Insure data transcription services are provided to the tenant when it is uneconomical or impractical for the tenant to do this work. The base data automation officer is responsible for assuring effective equipment. There are at least three alternatives which can be considered by the data automation officer:

(a) Provide equipment to the functional user for full-time use.

(b) Provide transcription service from his own resources.

(c) Schedule equipment indicated in either or both paragraphs (a) and (b) above for use by a functional office on a time-sharing basis.

Determination of the means to satisfy the transcription requirement should be accomplished on a case-by-case basis for each installation.

4) Provide assistance pertaining to host-oriented items in the preparation of data automation proposals (DAPs). This assistance will address such items as approximate equipment cost for processing proposed systems, and necessary site modification.

*Tenant:*

1) Forward reports required by tenant parent command and the host base. Provide the files and source data which the host is required to maintain. Provide reporting data pertaining to those reports made by the host for the tenant to the host activity. This data will be for reports management purposes, as stated in AFR 300-5, and should include report control symbol, due date, D-Day status, and procedure category.

2) Provide personnel to operate data processing equipment located in and supporting the tenant activity. Operate designated equipment and provide information for management (AFM 171-9). Request nonrecurring products, reports, or the use of data processing equipment, in accordance with host command administration procedures.

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3) Transcribe data, as necessary, for input to the base data automation officer, using available equipment on full-time or time-sharing basis.

4) The tenant parent command will coordinate DPAs for the tenant unit with the host command and forward subsequent approval/disapproval actions, as appropriate, to the host command. Submit DAPs and pre-DAP letter of inquiry, as required under AFR 300-3, including type and amount of support required by all tenants, throughout the Air Force.

5) Parent commands of tenant organizations will be responsible for providing, developing, and maintaining automated data systems that are unique to the tenant. To assure this support is provided, parent commands of tenant organizations may solicit assistance from other sources. Appropriate higher order programming languages will be used to the maximum extent possible to be machine-independent and to facilitate processing on various kinds of automatic data processing equipment (ADPE).

#### 162X-167X CONSOLIDATED BASE PERSONNEL (CBPO)

##### Host:

1) *When the CBPO is consolidated:* Provide complete CBPO service for standard functions as outlined in AFM 30-3 and HQ USAF-approved deviations for major commands with unique requirements.

2) *When the tenant parent CBPO is located elsewhere:* Provide complete service for re-enlistments and separations, retirements (see AFM 35-7, chapter 3), personal affairs actions, classification board actions, and testing. Process line of duty determinations and administrative discharge actions. Support any services mutually agreed upon by the host CBPO and the tenant unit.

3) *When tenant CBPO is collocated on the same base:* Provide complete service for reenlistments and separations, retirements, personal affairs actions, classification board actions, and testing.

##### Tenant:

1) *When CBPO is consolidated:* As stated in AFM 30-3, volume II, and related Air Force directives, including base directives on administrative arrangements with the CBPO.

2) *When the tenant parent CBPO is located elsewhere:* As stated in AFM 30-3, volume II, and related Air Force directives, including base directives, administrative arrangements with the CBPO. At the request of the host CBPO, assist in preliminary administrative action in convening boards, and in providing technical advisors and qualified personnel to assist in board proceedings.

3) *When tenant CBPO is collocated on same base:* As stated in AFM 30-3, volume II and in base directives on administrative arrangements with the host CBPO.

#### 1680 CIVILIAN PERSONNEL

*Host:* Provide civilian personnel administration services (including staff advice and assistance in personnel management) according to Air Force directives in the 40 series.

*Tenant:* Advise host of civilian personnel requirements and services, including management advice and assistance necessary to accomplish the unit mission. Exercise sound management control and supervision over the unit work force, according to Air Force directives on the civilian personnel program.

#### 22XX ORGANIZATIONAL MAINTENANCE

*Host:* Provide organizational maintenance support for tenant, when the size or mission of the tenant unit does not warrant such capability within the tenant unit. Provide organizational maintenance for any tenant as mutually agreed upon between the parent major commands.

*Tenant:* Accomplish organizational maintenance of assigned weapon systems (includes aircraft, missiles, etc.), associated equipment and components. Provide the maintenance specialists for this function when they are to be used in their Air Force Specialty Code on a full-time basis.

#### 23XX FIELD MAINTENANCE

*Host:* Provide field maintenance support for tenant weapon systems (i.e., aircraft, missiles, etc.), components, and associated equipment (except motor vehicles and real property installed equipment), including items peculiar to the tenant. Provide spe-

cialist maintenance personnel beyond the tenant's capability.

*Tenant:*

- 1) Advise host of field maintenance support requirements, including personnel support beyond tenant capabilities.
- 2) Provide equipment and personnel from tenant resources to meet unit mobility requirements.

2450 PRECISION MEASUREMENT EQUIPMENT LABORATORY

*Host:* Provide precision measurement Laboratory support under AFR 74-2.

*Tenant:* Advise the host of current and anticipated tenant requirements.

25XX MUNITIONS MANAGEMENT

*Host:* Manage and direct the Munitions Supply Account (AFK); requisition, receipt, store, inspect, dispose, and issue all munitions to the tenant under AFM 67-1, volume I, part 1, chapters 18 and 20. Report status of munitions in accordance with AFR 67-79 and AFTO 11N-5-5. When it would not be appropriate to establish an FK account or combine an existing account with that of the tenant, a request for waiver will be submitted through command channels and AFLC/MCSO and HQ USAF/PRMMA. Maintain cognizance of the overall explosive and nuclear safety programs. Explosive and nuclear safety is the immediate responsibility of organizations having physical custody of munitions; however, an integrated and coordinated program will be maintained when munitions maintenance or storage facilities are used jointly. Within its capabilities, as defined in the USAF Host-Tenant Support Agreement, perform maintenance, assembly and disposition of all munitions (nuclear, non-nuclear, and missiles) in support of the tenant.

*Tenant:* Except as modified by waiver and the host-tenant agreement, submit to the host an annual forecast of requirements; validate custody receipts; submit requests to host for issue and turn-in; and be responsible for all possessed munitions directed in AFM 67-1, volume I, part 1. Provide munitions status reporting data as required by the host AFK account to comply

with AFR 67-79 and AFTO 11N-5-5. Perform weapons loading, weapons maintenance including maintenance of release, launcher, pylon and gun system electroexplosive devices and other related weapon system ordnance devices.

2530 EXPLOSIVE ORDNANCE DISPOSAL (EOD)

*Host:* Maintain an EOD capability in accordance with AFR 136-10, except as modified by waiver or the host-tenant support agreement. Make available munitions and aircraft/missile trainers and facilities for own or tenant EOD unit training.

*Tenant:* Establish/maintain an EOD capability for the installation when the requirement for same results solely from the tenant mission and does not duplicate an existing EOD capability at the same installation. Makes available munitions and aircraft/missile trainers and facilities peculiar to the tenant mission for own or host EOD unit training. If tenant maintains EOD capability, integration of EOD unit into base disaster response exercises and organizations is necessary.

3130 SYNTHETIC TRAINER

*Host:* Operate and maintain synthetic trainers.

*Tenant:* Advise the host of current and anticipated tenant requirements.

★3270 BASE AUDIOVISUAL SUPPORT

*Host:* Furnish film library, photographic and laboratory support under AFM 95-4 and AFR 95-1.

*Tenant:* Advise the host of current and anticipated tenant requirements.

★35XX INTELLIGENCE COLLECTION AND PROCESSING

*Host:* Provide intelligence support and related facilities. Provide counterintelligence support to Armed Forces Courier Stations under AFR 182-25.

*Tenant:* Advise host of current and anticipated requirements. Provide specialized intelligence services, facilities and equipment peculiar to the tenant mission which

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do not duplicate support available from the host.

★38xx GROUND COMMUNICATIONS/ELECTRONICS OPERATION

*Host:* Furnish common-user communications services and facilities under AFMs 10-2, 67-1, 100-18, 100-22, 100-26, and AFR 100-2.

*NOTE:* Here, "common-user communications" are those systems, nets, and services that are established by the host base and can be expanded to accommodate the tenant's requirements. Communications services which are not identified as common-user are classified as special communications, and are funded and budgeted for by the tenant's parent command.

*Tenant:*

- 1) Furnish or arrange for specialized communications services and facilities under AFMs 67-1, 100-18, and 100-22, and AFR 100-2.
- 2) Furnish or arrange for common user communication services required by the tenant which exceed the authorized allowance of the base (AFM 100-22).
- 3) Be a member of the Communications-Electronics-Meteorological Board (AFM 100-17), as required.

41xx BASE SUPPLY

*Host:*

- 1) Perform consolidated Chief of Supply function, as prescribed in AFM 67-1.
- 2) Perform petroleum, oil, and lubricants (POL) functions, as prescribed in AFM 67-1.

*Tenant:*

- 1) Provide the host with the tenant's supply and equipment requirements; also, periodically review these requirements for validity, appropriate urgency of need, and required delivery data.
- 2) Provide host with the tenant's POL requirements.
- 3) Verify the tenant's current unit precedence rating with the host.

★42xx (LESS 4230) TRANSPORTATION

*Host:*

- 1) Furnish, account for, operate, and maintain vehicular equipment under TA 010, and AFMs 66-12 and 77-1.

- 2) Provide traffic management and related transportation services, including terminal services, preservation, packing, and packaging and crating in support of cargo, household goods, personal effects, base procurement program, and personnel movements.

*Tenant:*

- 1) Furnish the host general purpose vehicular requirements, appoint vehicle control officer, operate all permanently assigned vehicles, and perform operator's maintenance services.
- 2) Advise the host of the tenant's current and anticipated requirements for traffic management and related transportation services.

4230 AERIAL PORT AIR TERMINAL SERVICE

*Host:*

- 1) *When the host operates the aerial port.* Manage and operate military air terminal facilities for personnel/cargo movements. Furnish necessary terminal support services as required.
- 2) *When the aerial port operating organization is a tenant.* Furnish air terminal facilities and normal base support in accordance with pertinent regulations and agreements. Provide or arrange for the prompt onward movement of terminating air cargo. Advise the tenant of the host's current and anticipated requirement for air terminal services.

*Tenant:*

- 1) *When the host operates the port.* Advise the host of the tenant's current and anticipated requirement for terminal service support.
- 2) *When the aerial port operating organization is a tenant.* Manage and operate air terminal facilities for personnel/cargo movements and furnish necessary air terminal services as required.

43xx SECURITY POLICE

*Host:*

- 1) Provide a single integrated physical security operation that satisfies the USAF Aerospace Systems Security Program (AFR 207-1 and AFM 207-1) and System Security Standards (AFM 207 series). Coordinate the day-to-day and expanded security requirements of the tenant and

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host to assure the most effective use of all available security resources. Incorporate the tenant's resources that require physical security coverage into the base security priority list, giving appropriate priority to such resources. Accommodate the parent-tenant command security exercise/evaluation program as it pertains to the tenant.

*NOTE:* If the tenant is a combat unit, the host will maintain the identity of security personnel assigned regularly for tenant support, and facilitate the deployment of such personnel under dispersal/deployment operations. (The number deployed is based on the number of system security manpower resources authorized the tenant, consistent with the assigned strength of the host security police unit and with the number of aircraft deployed and remaining on the host installation. This policy does not apply to deployment operations to SEA.)

- 2) When a tenant commander is responsible for the operation of secure facilities under special DOD directives, the host commander will make necessary provisions for special security procedures, and the stable assignment of appropriately cleared security police responsible to the tenant commander's needs.
- 3) Accomplish personnel security actions for the tenant upon request.
- 4) Provide law enforcement and correction services.

*Tenant:*

- 1) Contribute to the planning and development of the base security operation so as to assure satisfaction of established physical security requirements and standards of the tenant-parent command. Comply with base physical security regulations and procedures. Participate actively in base emergency security operations as planned.
- 2) Notify the host commander of the existence of secure facilities coming under special DOD directives, and the special security requirements for their operation. Request appropriate special access for designated personnel in accordance with special requirements.
- 3) Be responsible for personnel security actions for its personnel.
- 4) Comply with base directives on law enforcement and correction services.
- 5) Be responsible for safeguarding classified information within the unit.

★44xx CIVIL ENGINEERING

*Host:*

- 1) Use existing facilities effectively and economically to satisfy real property requirements of all activities on an equitable basis as stated in AFRs 86-1 and 87-2.
- 2) Advise the tenant that the proposed method of satisfying real property facility requirements of the tenant located on the base of the host will be by: (a) Assigning existing facilities and (b) Including tenant facility deficiencies in military construction programs (AFM 86-1).
- 3) Support real property facilities occupied by tenant units supported by performing maintenance, providing utilities, and accomplishing projects according to AFR 85-5 and AFM 86-1. Provide utilities for mobile units occupied by tenants, under AFRs 91-4 and 91-5.
- 4) Provide and operate aerospace and structural firefighting equipment. Accomplish appropriate fire inspections and fire prevention measures.

*Tenant:*

- 1) When located on the host's base, inform the host of tenant requirements and provide justification data necessary to support new construction improvement, or modification projects.
- 2) When located on an installation under the jurisdiction of the tenant command, but supported by the host, include tenant facility deficiencies in construction programs under AFM 86-1.
- 3) Finance all projects peculiar to its own requirements.
- 4) Comply with base directives on the use of facilities and utilities.
- 5) Assist the host as required in assembling data to maintain real property accountability and submit real property reports in compliance with host/tenant command instructions.
- 6) Comply with local fire prevention directives and procedures.

45XX PERSONNEL SERVICES

*Host:* Furnish all personnel services and nonappropriated fund benefits for on-base units. Furnish these services for off-base units only if specifically agreed to in writing by the host commander and tenant parent command.

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*Tenant:* Furnish the host necessary reports and comply with host directives if nonappropriated fund benefits are provided.

#### 46XX SERVICES

*Host:* Furnish redistribution and marketing, clothing sales, commissary, laundry and dry cleaning, housing and billeting service (AFM 30-7 and AFR 30-6), base exchange, and food service.

*Tenant:* Advise the host of current and anticipated requirements.

#### 4710 BASE OPERATIONS

*Host:* Manage airfield and gunnery range facilities. Provide service for preflight planning and flight plan processing. Develop procedures for air and ground control of all aircraft traffic operating within the airport traffic area. Responsible for other functions as prescribed by AFR 55-48.

*Tenant:* Comply with established procedures. Maintain separate facilities, such as a foreign clearance briefing service, and full-time approval authority, when tenant requirements are unique.

#### ★472x FLIGHT OPERATION

*Host:* Manage the flying proficiency and base support flying program by providing and scheduling aircraft and aircrews, operating a centralized Aircrew Survival and Protective Equipment activity, accomplishing standardization and evaluation of aircrews maintaining proficiency in assigned indirect support aircraft, and maintaining the flight records of all assigned/attached rated personnel.

*Tenant:* Provide a proportionate share of flight examiners and instructor pilots necessary to train and evaluate the pool of rated aircrew members.

#### 4730 GROUND OPERATION

*Host:* Provide required support in activities related to general military training, marksmanship, survival, management, and instrument training. Support tenant requirements for training aids when separate tenant training programs are authorized.

ized. Provide tenant with bulk allocations for general military training classes.

*Tenant:* Advise host of present and forecast training requirements. Provide mutually agreed share of instructors when functional activity instructors are required. Schedule trainees; monitor trainee progress; and maintain individual training record.

#### 4750 BASE PLANS

*Host:* Develop and monitor the application of base level operations and contingency plans not specifically assigned by directive to other functional areas. Provide personnel for emergency contingencies where the tenant does not have a capability.

*Tenant:* Develop and monitor the application of operations and contingency plans unique to the tenant mission. Provide a mutually agreed share of personnel for joint host-tenant base level contingency planning and exercises.

#### 4751 DISASTER PREPAREDNESS

*Host:* Provide full disaster preparedness support for the tenant's mission, including training as outlined in AFM 355-1, and equipment as specified in TA 459. Provide or program both emergency wartime operation and DOD shelter spaces, as required, including shelter supplies and equipment.

*Tenant:* Provide a representative to the Base Disaster Preparedness Planning Board. Provide a proportionate number of personnel for base disaster teams. Make personnel available for training on a mutually agreeable basis. Appoint a Unit Disaster Preparedness Officer and NCO (add duty) to work with the Base Disaster Preparedness Office and supervise the unit program in accordance with AFM 355-1.

#### 492X PRESENTATION SERVICES, GRAPHICS, AND TRAINING AIDS

*Host:* Provide normal support associated with presentation services, graphics, and training aids.

*Tenant:* Advise host of current and anticipated requirements. Keep host informed of significant changes in requirements which



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may impact on supply levels, equipment requirements, etc.

5XXX MEDICAL

4992 MORTUARY

*Host:* Furnish or arrange for medical support.

*Host:* Furnish mortuary service as stated in AFM 143-1.

*Tenant:* Advise the host of medical support requirements except for flight medicine support. Provide its own flight medicine support except where it is mutually agreed that the host can furnish this support more economically and effectively.

*Tenant:* Furnish assistance to the host, as necessary.

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## INSTRUCTIONS FOR COMPLETING AF FORMS 149, "USAF HOST-TENANT SUPPORT AGREEMENT"

★**NOTE:** Use the AF Form 149 to record each support agreement, revision to a support agreement, annual review of a support agreement, or termination of a support agreement. (In Section V, enter "X" or "XX" as directed.) Complete and distribute the AF Form 149, as explained below.

**1. Original or Reaccomplished Agreement.** Indicate "initial" or "revision," as appropriate, and complete as follows:

*Section I: Distribution.* Indicate the host and tenant office symbols and the number of copies desired for distribution of the completed and signed agreement. The minimum distribution must include the host and tenant supporting and supported units, as well as the host and tenant command OPRs for support agreements under AFR 11-4.

*Section II: Identification.* Self-explanatory.

*Section III: Remarks.* Indicate the effective date, if it is not to be the date of the last signature (i.e., of host approval). Indicate the date and the subject of each waiver of AFR 11-4 that is attached and which thereby becomes part of the support agreement (see paragraph 11b). The remainder of this section is for command and local use.

*Section IV: Coordination and Approval.* Self-explanatory; also, see policy in paragraph 9 of this regulation.

*Section V: Support Responsibilities.* Enter an "X" when the support responsibilities are to be carried out as stated in AFR 11-4 (and in its attachment 1). However, if the support responsibility are to be carried out as stated in an attachment to the Agreement, enter an "XX" and show the number of that attachment.

*Section VI: Tenant Information.* Provide information about the tenant that is pertinent to providing support (e.g., approximate number and type of personnel assigned/attached for flying, facilities assigned, etc.). It is not necessary to repeat information that is readily available from other sources (e.g., equipment which is listed on the equipment authorization inventory data (EAID) list or the vehicle authorization list (VAL); authorized strengths which are shown in the Unit Manning Document, USAF Program, Manpower, and Organization (PM); or information already furnished in other allowance documents, etc.). This type of information may be entered in detail, or it may be referenced, if it is more convenient to do so. If more space is needed, this information may

be given in an attachment; in this case, refer here to the number of the attachment.

★**2. Revision to a Support Agreement.** Reaccomplish the AF Form 149 and pages of attachments as necessary. Indicate "revision" in the "revision" block. Indicate the revision number in the upper right hand corner of all changed pages. Indicate revised information with an asterisk (or other suitable indicator) in the left margin. Complete as follows:

*Section I: Distribution.* Include the addresses which are listed on the support agreement that is being revised.

*Section II: Identification.* Self-explanatory.

*Section III: Remarks.* Cite the revision number and the date of the basic agreement, and give the effective date of this revision, if it is not to be the date of the last signature shown on the revision (i.e., date of host approval). List pages to be replaced by the revision. If the revision completely replaces the basic agreement, so state.

*Section IV: Coordination and Approval.* Self-explanatory; see policy in paragraph 9 of this regulation.

*Section V: Support Responsibilities.* Indicate each change to the previous support agreement. (Use the same procedure as in the original agreement.)

*Section VI: Tenant Information.* Follow same guidance as in Section V.

**3. Annual Review of a Support Agreement.** Indicate "annual review," and complete as follows (if a revision is required, proceed as outlined in the preceding paragraph):

*Section I: Distribution.* Include each addressee that is listed on the support agreement which is being reviewed.

*Section II: Identification.* Make the same entry as in the support agreement being reviewed.

*Section III: Remarks.* Cite the date of the basic agreement; also, enter a statement to the effect that the support agreement has been reviewed and that a revision is not required. In addition, if a waiver of AFR 11-4 is part of the support agreement, comment